

# *Request for Proposals (RFP)*

## Market Center Garage Elevator Modernization and Replacement

Addendum #1:  
Minutes for March 14, 2016  
Pre-Proposal Conference and Site Visit



**PARKING**  
**OF BALTIMORE CITY**  
**AUTHORITY**

Parking Authority of Baltimore City  
200 West Lombard Street, Suite B  
Baltimore, MD 21201  
443-573-2800

Irene Van Sant, the Parking Authority's project manager for the Market Center Garage Elevator Modernization and Replacement project, kicked off the meeting at the Market Center Garage at 10:00 a.m. She introduced Mr. Kennedy Wambugu, who works for the Parking Authority's on-site parking manager, Republic Parking Systems, Inc. Mr. Wambugu conducted tours of the main electrical room on Level 1 and the two elevator machine rooms on the roof.

Ms. Van Sant asked that all attendees sign in for the Pre-Proposal Conference, and that if attendees provided their email address, she would have the attendee set up automatically to receive any and all email alerts regarding the RFP.

Ms. Van Sant reviewed the upcoming dates and deadlines for the RFP, listed in the table below. She reminded the attendees that the issuing agency for the RFP is the Parking Authority of Baltimore City (PABC), not the City of Baltimore. Any contract resulting from a winning proposal would be a contract between the winning Prime Contractor and PABC.

• Deadline for Questions from Respondents	April 7, 2016 by 4:00 p.m.
• Deadline for Individual Site Visits	April 14, 2016
• Addendum (if any after Addendum #1) issued by PABC	April 14, 2016
• Deadline for Proposals	May 9, 2016 by 4:00 p.m.

Ms. Van Sant also described that PABC is a 501(c)(3) Corporation, established to oversee and to manage the 17 parking garages and other parking assets owned by the City. PABC is governed by a Board of Directors. On May 10, 2016, on or about 4:00 p.m., the Proposal Cover Sheet submitted in a sealed envelope (page 4 of the RFP document) will be opened at the public Board of Directors Meeting, to be held in PABC offices located at 200 West Lombard Street. Following a review and analysis of the proposals received, should PABC staff determined that a recommendation of a winning proposal should be presented to its Board, the Board will act to approve or to reject the recommendation from staff. Contract negotiations by PABC's General Counsel will start with the winning Prime Contractor, and once a contract is negotiated with and executed by the winning Primer Contractor, PABC will submit to the Baltimore City Board of Estimates for approval.

Ms. Van Sant advised that while the review and approval process might seem lengthy, PABC was committed to moving as efficiently as possible because the Market Center Garage urgently needs new elevators.

Below is a list of questions that were asked at the Pre-Proposal Conference on March 14, 2016, either in the group meeting or individually of Ms. Van Sant while tours were being conducted.

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**Question #1:** The RFP states that PABC will retain the existing elevator capacity, in addition to existing elevator hoistway locations, hoistway entrances, speed, cab size and height, and door (“front only”) openings. Did PABC want to consider increasing the capacity?

**Response:** PABC did not undertake any elevator capacity calculations in preparing the RFP. If a bidder determined that it was an important factor to upgrade or modify the capacity with this elevator modernization and replacement, it should be included in the proposal and highlighted to bring it to PABC’s attention.

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**Question #2:** Does the Garage today have only single phase electrical power?

**Response:** Yes.

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**Question #3:** Why a RFP for a Prime Contractor if PABC is not changing the elevator shaft size?

**Response:** Because of the expected electrical, mechanical and other trades that will be required for this project, PABC desires to engage a single contractor who will undertake a turnkey project under a “design-build” approach, and who will engage and manage all subcontractors on the project.

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**Question #4:** We want to comply with the Local Hiring Law and will state so in writing in our proposal, but there may not be any new hires to fill because the jobs are very specialized, mainly the elevator installers.

**Response:** PABC recognizes the specialized nature of the construction jobs in this elevator project. All bidders are to state their willingness to comply with the Local Hiring Law in their submission. The Local Hiring Law mandates that, for contracts greater than \$300,000, at least 51% of new jobs required to complete the contract must be filled by Baltimore City residents. PABC will work cooperatively with the winning Prime Contractor and the Mayor’s Office of Employment Development (MOED) to complete the employment analysis and workforce plan; and if necessary, to seek a waiver as permitted under the Local Hiring Law.

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**Question #5:** Will the Prime Contractor have to undertake any electrical work or work around the AT&T telecom equipment located on the roof of the Garage?

**Response:** PABC believes that no work will be required because the AT&T equipment is not tied into the Garage electrical systems, but we have asked for a formal written response from AT&T's contractor to verify this. We will circulate the response when we receive it.

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**Question #6:** If a minority or women-owned business enterprise (MBE/WBE) is certified by the State of Maryland, will their inclusion on the team count toward achieving MBE/WBE goals established for the project?

**Response:** While PABC strongly encourages the inclusion of MBE/WBE contractors, on the project, only MBE/WBE firms certified by the Baltimore City Minority and Women's Business Opportunity Office (MWBOO) will count towards satisfaction of the 6% MBE and 1% WBE goal.

If Respondents have any questions regarding the MBE/WBE certifications, please check the MWBOO online directory (<http://cityservices.baltimorecity.gov/mwboo/>), or contact:

Minority and Women's Business Opportunity Office  
City Law Department  
Room 101, City Hall  
100 North Holliday Street  
Baltimore, MD 21202  
(410) 396-4355

**The following questions were received from potential contractors after the March 14, 2016 Pre-proposal Conference and Site Visit.**

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**Question #7:** Contacting you in regards of getting the specifications for Baltimore City Parking Garage. I have the RFP and Exhibit A-H, but no specs. Could you send me them please via email?

**Response:** All of the scope of services, design criteria, and other requirements are listed in the RFP Document. There is no other "Specifications" document. The Parking Authority has not engaged any Architect or Engineers. We are seeking a Prime Contractor, to do a turnkey project under a "design-build" approach. The Prime Contractor will have full responsibility for coordinating all aspects and phases of the project from design, engineering and development of specs, permitting, demolition, construction, instruction and testing. The Prime Contractor will engage and manage all subcontractors on the project, including the elevator Installation.

All exhibits (A through K) identified in the RFP are available on PABC website. Use this link. [Parking Authority / RFP/RFQA&B](#)

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**Question #8:** Is it permitted that a MBE/WBE firm that intends to bid as the Prime Contractor and/or self-perform work count the value of their work towards achieving the MBE/WBE goals for the project?

**Response:** A bidder that is a City certified MBE/ WBE may count up to fifty percent (50%) of the dollar value of the work it intends to perform with its own personnel or forces towards achieving the MBE/WBE goals for the project, provided the amount of the credit towards the MBE/WBE goals does not exceed the Contractor's Prequalification amount (as set by the Baltimore City Office of Boards and Commission). Intentions to count self-performance towards the MBE/WBE goals must be indicated in the proposal by completing the form titled: **Part C: Statement of Intent to Self-Perform**, found under Exhibit C of the RFP document.

If Respondents have any questions regarding MBE/WBE Prime Contractors self-performing, please contact:

Minority and Women's Business Opportunity Office  
City Law Department  
Room101, City Hall  
100 North Holliday Street  
Baltimore, MD 21202  
(410) 396-4355

**Question #9:** We want to comply with the Baltimore Apprentice Training Program (BATP) and will state so in writing in our proposal, but we do not believe that we will have apprenticeships for this job.

**Response:** PABC recognizes the specialized nature of the construction jobs in this elevator project. BATP mandates that, for contracts greater than \$1,000,000, the bidder shall commit to use its best efforts to participate in an Apprenticeship/OJT Training

Program certified by the State of Maryland. PABC urges bidders to contact the Michael Alexander, BATP Project Manager, at (410) 396-1411 to discuss BATP requirements. If BATP is applicable to a bidder's proposal, intentions to comply with BATP must be indicated in the proposal by completing the forms titled: **BATP Certification (Parts I, II and III)**, found under Exhibit E of the RFP document.

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**Question #10:** Does the Parking Authority have any flexibility on the text located in **Section VII, "Other Requirements" on Paragraph 10, shown below**. This language puts all the responsibilities on the Prime Contractor.

The Prime Contractor shall indemnify, **defend, and hold harmless** the Parking Authority, the City, its elected/appointed officials, employees, agents, and volunteers from any and all claims, demands, suits, and actions, including attorney's fees and court costs, connected therewith, brought against the Parking Authority and/or City, its elected/appointed officials, employees, agents, and volunteers, arising as a result of any direct or indirect, willful, or negligent act or omission of the Prime Contractor, its employees, agents, or volunteers, EXCEPT for activities caused by the sole negligent act or omission of the Parking Authority and/or City, its elected/appointed officials, employees, agents, and volunteers arising out of the prospective Agreement.

**Response:** The language required of Prime Contractor Representations in Section VII, paragraph #10 was prepared and reviewed by PABC's General Counsel and the City Law Department. It is standard language used in all Parking Authority's RFPs and contracts.

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**Question #11:** Will PABC permit potential contractors to come on site in order to examine areas of the elevators above, below and behind the existing elevators to see the elevators pits, sump pump?

**Response:** Yes. PABC is arranging for technicians from Otis Elevator, our existing elevator maintenance company, to have technicians on site to make these areas of the existing elevators available for inspection. We hope to be able to offer two times for these visits during the week March 28, 2016. We will post the schedule, and advise by email alerts, as soon as the schedule is set with Otis.

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